

RIGHTS OF HOMELESS STUDENTS

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is presently living:

- in a shelter * sharing housing with relatives or others due to lack of housing
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- at a train or bus station, park, or in a car * in an abandoned building
- temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
 - *the school he/she attended when permanently housed (school of origin)
 - *the school in which he/she was last enrolled (school of origin)
 - *any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.**
- **Priority in certain preschool programs.**
- **Participate in a tutorial-instructional support program, school-related activities, and/or receive other support services.**
- **Obtain information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.**
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the appropriate Regional Homeless Education Liaison from the listing below or call the Illinois State Board of Education at (1-800) 215-6379.

Area 1	877/208-3146	Cook (outside of the City of Chicago), DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties;
Area 2	815/652-2054	Boone, Bureau, Carroll, De Kalb, Henry, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago and Woodford counties;
Area 3	309/837-4821	Adams, Brown, Cass, Fulton, Hancock, Henderson, Knox, Logan, Mason, McDonough, Menard, Mercer, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazewell and Warren counties;
Area 4	815/937-2950	Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, McLean, Moultrie, Piatt, Shelby and Vermillion counties;
Area 5	618/283-9311	Bond, Calhoun, Christian, Clinton, Effingham, Fayette, Greene, Jersey, Macoupin, Madison, Marion, Monroe, Montgomery, Randolph, St. Clair and Washington counties;
Area 6	618/998-9226	Alexander, Clay, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Massac, Perry, Pope, Pulaski, Richland, Saline, Union, Wabash, Wayne, White and Williamson counties;
Area 7	773/553-2242	City of Chicago

ILLINOIS STATE BOARD OF EDUCATION
Accountability Division
100 North First Street
Springfield, Illinois 62777-0001

PROGRAMA EDUCATIVO PARA LOS NIÑOS Y JÓVENES SIN HOGAR
LEY DE AYUDA PARA LAS PERSONAS SIN HOGAR MCKINNEY-VENTO

Favor de llenar con letra de molde

FECHA _____

DISTRITO/ESCUELA _____

NOMBRE DEL(DEL(A) ESTUDIANTE _____

(Apellidos)

(Primer nombre de pila)

(Inicial, segundo nombre de pila)

FECHA DE NACIMIENTO DEL(DEL(A) ESTUDIANTE _____

(Mes)

(Día)

(Año)

NOMBRE DEL PADRE, DE LA MADRE O DEL(DEL(A) TUTOR(A) _____

(Apellidos)

(Primer nombre) (Inicial, segundo nombre)

DIRECCIÓN _____

TELÉFONO _____

INFORMACIÓN CONFIDENCIAL

Completar sólo si la frase describe (1) la situación actual de su hijo o hija, en cuanto a vivienda; o (2) la situación de vivienda de Ud. mismo(a), si Ud. es un(a) menor que no vive con ninguno de sus padres o tutores. Marcar la casilla correspondiente:

- ☐ un albergue
☐ con parientes u otras personas, por no tener vivienda propia
☐ una estación de trenes o de autobuses, un parque, o un automóvil
☐ un motel/hotel, lugar de acampar, u otra situación parecida, por no tener otra vivienda adecuada
☐ un edificio o apartamento abandonado
☐ hospedado(a) temporalmente en un albergue hasta que el DCFS le encuentre un hogar de guardia permanente
☐ otro _____

¿Hay actualmente alguna Orden de Protección o de No Contactar, relacionada con este(a) estudiante? ☐ Sí ☐ No

Año escolar

☐ Maternal (Pre-K)

☐ K-5

☐ 6-8

☐ 9-12

☐ Otro (Educación para Adultos, por ejemplo)

¿El(la) estudiante es candidato para alguno de los siguientes servicios o actividades relacionados con la escuela?

☐ Educación especial (IDEA)

☐ Excepcionales y talentosos

☐ Estudiantes del inglés como segundo idioma (ELL)

☐ Educación vocacional

☐ Otro _____

Posibles barreras a la educación

☐ Elección de la escuela

☐ Transporte

☐ Registros escolares

☐ Documentación sobre vacunas u otros récords médicos

☐ Otros problemas o posibles barreras _____

Servicios y actividades que se propone McKinney-Vento proporcione

☐ Tutoría u otro apoyo educativo

☐ Evaluaciones sin demora

☐ Programas de concientización/ desarrollo

profesional del personal

☐ Recomendaciones para servicios médicos, dentales u otros

☐ Transporte

☐ Programas para niños de la primera infancia

☐ Ayuda con la participación en programas escolares

☐ Programas efectuados antes o después de la escuela, o durante el verano; o de tutoría con mentores

☐ Ayuda consiguiendo la documentación necesaria para poder matricularse

☐ Educación para los padres sobre sus derechos y los recursos disponibles

☐ Coordinación entre escuelas y agencias

☐ Consejos escolares; terapia

☐ Ayuda para personas afectadas por la violencia doméstica

☐ Ropa para participar en las actividades de la escuela o cumplir con los requisitos de ésta

☐ Útiles escolares

☐ Recomendaciones respecto de otros programas o servicios

☐ Ayuda de emergencia relacionada con la asistencia escolar

☐ Otro _____

A mi leal saber, la información contenida en este documento es precisa y cierta:

Escribir con letra de molde el nombre y el título de su enlace personal con la ROE (Oficina de Educación Regional) o la LEA (Agencia Local de Educación): _____

ROE o LEA _____

Firma del enlace personal con la ROE o con la LEA: _____

La página 2 de este formulario contiene información importante respecto de los derechos de los estudiantes sin hogar.
¡Repáselos, por favor!

LOS DERECHOS DE LOS ESTUDIANTES SIN HOGAR

El distrito escolar procurará un ambiente educativo en el que se trate a todos los estudiantes con igual dignidad y respeto. Todos los estudiantes sin hogar tendrán el mismo acceso a las mismas oportunidades gratuitas y adecuadas que tienen los estudiantes que si tienen hogar. Este compromiso con los derechos educativos de los niños y jóvenes sin hogar, así como de los jóvenes que no viven con ninguno de sus padres ni con ningún tutor legal, se extiende a todos los servicios, programas y actividades provistos por el distrito escolar o contraidos por él.

A un estudiante se le considera "sin hogar" si vive actualmente:

- en un albergue* compartiendo su vivienda con parientes o con otras personas por no tener vivienda propia
- en un motel/hotel, lugar de acampar, o situación parecida por no tener otra alternativa en cuanto a vivienda adecuada
- en una estación de trenes o autobuses, en un parque, o en un automóvil* o edificio abandonado
- hospedado(a) temporalmente mientras espera ser asignado(a) por el DCFS a un hogar de guardia

TODOS LOS ESTUDIANTES SIN HOGAR TIENEN LOS SIGUIENTES DERECHOS:

- El de matricularse inmediatamente en una escuela. Una escuela debe matricular a un(a) estudiante inmediatamente aún si falta documentación sobre la salud o las vacunas, registros escolares, o prueba de tutela o de domicilio.
- El de matricularse en:
 - *la escuela a que asistía cuando tenía un domicilio permanente (escuela de origen)
 - *la escuela donde estuvo más recientemente matriculado(a) (escuela de origen)
 - *cualquier escuela ubicada en el área de asistencia donde el(la) estudiante sin hogar está viviendo, si la escuela acepta a estudiantes que si tienen hogar
- El de permanecer inscrito(a) en la escuela elegida mientras esté sin hogar, o, si el(la) estudiante fuera a encontrar vivienda permanente, hasta el término del año académico.
- El de tener prioridad en ciertos programas pre-escolares.
- El de participar en un programa de apoyo educativo con tutores u otra forma de instrucción, o en actividades relacionadas con la escuela, y/o de recibir otros servicios de apoyo.
- El de obtener información sobre cómo conseguir permisos de no pagar ciertas cuotas, uniformes gratuitos, e información sobre servicios médicos gratuitos o baratos.
- El de tener acceso a los servicios de transporte: Un estudiante que asiste a su escuela de origen tiene el derecho de usar el servicio de transporte para ir y venir de la escuela de origen mientras él(ella) esté sin hogar o, si el(la) estudiante fuera a encontrar vivienda permanente, hasta el término del año académico.

Resolución de disputas: Si usted no está de acuerdo con alguna decisión de los funcionarios de su escuela sobre la matrícula, el transporte o el justo tratamiento de un niño o joven sin hogar, puede registrar una queja con el distrito escolar. El distrito escolar debe responder y tratar de resolver la disputa rápidamente. El distrito escolar debe recomendarle servicios legales gratuitos o baratos, si así lo desea. Durante la disputa, el estudiante debe matricularse inmediatamente en la escuela; se le tiene que proporcionar transporte hasta que el asunto se resuelva. Toda Escuela Pública del estado de Illinois tiene un Enlace Personal con el Programa Educativo para los Estudiantes Sin Hogar, el que lo(la) ayudará a Ud. a tomar sus decisiones sobre cómo matricularse y en dónde, sobre el proceso de apelaciones, y sobre cómo llenar los formularios de la disputa. Si Ud. tiene preguntas sobre el proceso de matricularse en la escuela, o si desea obtener más información sobre los derechos de los estudiantes sin hogar en las Escuelas Públicas del Estado de Illinois, llame a su Enlace Personal con el Programa Educativo, escogiéndolo(la) de la lista que sigue; o llame al Consejo Educativo del Estado de Illinois, al 1-800-215-6379.

Area 1 877/208-3146	Los condados de Cook (fuera de la Ciudad de Chicago), DuPage, Grundy, Kane, Kendall, Lake, McHenry y Will;
Area 2 815/652-2054	Los condados de Boone, Bureau, Carroll, DeKalb, Henry, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago y Woodford;
Area 3 309/837-4821	Los condados de Adams, Brown, Cass, Fulton, Hancock, Henderson, Knox, Logan, Mason, McDonough, Menard, Mercer, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazewell y Warren;
Area 4 815/937-2950	Los condados de Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, McLean, Moultrie, Piatt, Shelby y Vermillion;
Area 5 618/283-9311	Los condados de Bond, Calhoun, Christian, Clinton, Effingham, Fayette, Greene, Jersey, Macoupin, Madison, Marion, Monroe, Montgomery, Randolph, St. Clair y Washington;
Area 6 618/998-9226	Los condados de Alexander, Clay, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Massac, Perry, Pope, Pulaski, Richland, Saline, Union, Wabash, Wayne, White y Williamson;
Area 7 773/553-2242	La Ciudad de Chicago

**SCHOOL DISTRICT
STUDENT RESIDENCY QUESTIONNAIRE**

Please provide the following information to qualify _____ School District for Stewart B. McKinney assistance funds to provide eligible youth with tutoring, supplemental instruction and enriched educational experiences. This information is confidential and will be for district use only.

School: _____
Name of student: _____ Male ☐ Female ☐
First Middle

Birth Date: _____ Age: _____ Social Security #: _____
Month/Day/Year

Name of Parent/Legal Guardian(s): _____

Residence: _____ Zip: _____ Phone: _____

Mailing Address: _____ Zip: _____

Alternative contact person: _____ Relationship: _____

Phone: _____

1. Presently, with whom is the student living? Please check one box:

SECTION A

- ☐ In a Shelter
☐ With more than one family in a house or apartment
(Other family rents or owns the house or apartment)
☐ In a motel, car or campsite
☐ With friends or family members (other than parent/guardian)

CONTINUE: If you checked a box in SECTION A, please complete #2.

SECTION B

- ☐ Choices in Section A do not apply

STOP: If you checked this section, you do not need to complete the remainder of this form.

2. The student lives with:

- | | |
|---|--|
| <input type="checkbox"/> 1 Parent | <input type="checkbox"/> A relative, friend(s) or other adult(s) |
| <input type="checkbox"/> 2 Parents | <input type="checkbox"/> Alone with no adult |
| <input type="checkbox"/> 1 Parent & another adult | <input type="checkbox"/> An adult that is not the parent or the legal guardian |

Signature of Parent/Legal Guardian: _____ Date: _____

DISTRITO ESCOLAR DE _____
ENCUESTA DE DOMICILIO DE ALUMNOS

Favor de proveernos la siguiente información para ayudar al distrito a calificar para fondos de Stewart B. McKinney. Estos fondos ayudarán a los estudiantes que califiquen con servicios de tutela, instrucción suplementaria, y experiencias educativas de enriquecimiento. **Esta información es confidencial y solo para el uso del distrito.**

Escuela: _____

Nombre del estudiante: _____

SAMPLE ONLY

Nombre

Segundo Nombre

Masc. ☐ Fem. ☐

Fecha de nacimiento: _____

Edad: _____

de Seguro Social: _____

Mes/Día/Año

Nombre del Padre/Guardián Legal: _____

Dirección de residencia: _____

Código postal: _____

Teléfono: _____

Dirección de correo: _____

Código postal: _____

Persona de contacto alternativa: _____

Parentesco: _____

Teléfono: _____

4. Al presente, ¿con quién vive el estudiante? Favor de marcar una caja.

SECCIÓN A

- ☐ En un refugio
- ☐ Con más de una familia en una casa o apartamento.
 (Otra familia alquila o es dueño de la casa o apartamento.)
- ☐ En un hotel, carro o campamento
- ☐ Con amigos o miembros de familia (fuera de los padres o guardián)

CONTINUE: Si marcó una caja en la SECCIÓN A, favor de completar #2.

SECCIÓN B

- ☐ No se aplica ninguna de las opciones en la Sección A

ALTO: Si marcó esta sección, no tiene que completar el resto de este formulario.

2. El estudiante vive con:

☐ 1 Padre

☐ 2 Padres

☐ 1 Padre & otro adulto

☐ Un familiar, amigo(s) u otro adulto(s)

☐ Solo sin adulto

☐ Un adulto que no sea ni el padre ni el guardián

Firma del Padre/Guardián Legal: _____

Fecha: _____

Appendix D: Sample Student Residency Questionnaire*

Everyday Unified School District

*[This form was not developed nor is it endorsed by the U.S. Department of Education. It is not a required form. It was adapted for use as an example].

This questionnaire is intended to address the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

1. Presently, where is the student living? *Check one box.*

Section A	Section B
<input type="checkbox"/> in a shelter <input type="checkbox"/> with more than one family in a house or apartment <input type="checkbox"/> in a motel, car or campsite <input type="checkbox"/> with friends or family members (other than parent/guardian) <u>CONTINUE:</u> If you checked a box in Section A, complete #2 and the remainder of this form.	<input type="checkbox"/> Choices in Section A do not apply <u>STOP:</u> If you checked this section, you do <u>not</u> need to complete the remainder of this form. Submit to school personnel.

2. The student lives with:

- | | |
|--|---|
| <input type="radio"/> 1 parent | <input type="radio"/> a relative, friend(s) or other adult(s) |
| <input type="radio"/> 2 parents | <input type="radio"/> alone with no adults |
| <input type="radio"/> 1 parent & another adult | <input type="radio"/> an adult that is not the parent or the legal guardian |

School: _____

Name of Student _____ Male ☐ Female ☐

Birth Date ____ / ____ / ____ Age: ____ Social Security# [if appropriate] ____
Month / Day / Year

Name of Parent(s)/Legal Guardian(s) _____

Address _____ ZIP: _____ Phone/Pager: _____

Signature of Parent/Legal Guardian _____ Date: _____

School Use Only - Campus Administrator's determination of Section A circumstances:

→ FAX to Attendance, Guidance and Counseling 777-777

If the parent has checked Section B above, completion of form is not required. For any choices in Section A, this form must be completed and faxed to Attendance, Guidance and Counseling Department immediately after completion. All campuses must keep original forms separately from the Student Permanent Record for audit purposes during the year.

Name and phone number of a School Contact Person who may know of the family's situation:

_____ Date faxed: _____

Student Residency Form

This form is intended to address requirements of the McKinney-Vento Act, Title X, Part C of the No Child Left Behind Act. The question below is to assist in determining if the student meets the definition of homelessness. *In the event the child is not staying with his/her parent(s) or guardian(s), use the caregiver's authorization form to address guardianship issues.*

Where does the student stay at night?

- | | |
|---|---|
| <input type="checkbox"/> in a shelter | <input type="checkbox"/> other location not appropriate for people (e.g., abandoned building) |
| <input type="checkbox"/> in a motel/hotel | |
| <input type="checkbox"/> in a car | <input type="checkbox"/> temporarily with more than one family in a house, mobile home, or apartment (because the family doesn't have a place of its own) |
| <input type="checkbox"/> at a campsite | <input type="checkbox"/> other _____ |

School: _____

Name of student: _____ Birthdate: _____

I, (name) _____ declare as follows:

1. I am the parent/legal guardian of _____ who is of school age and is seeking admission to _____ School District.
2. Since _____ (date) our family has not had a permanent home; however, we have been residing within the school district boundaries and intend to stay here.

I declare under penalty of perjury under the laws of this state that the information provided here is true and correct and of my own personal knowledge and that, if called upon to testify, I would be competent to testify.

Signature _____

Date _____

I regularly contact and receive my mail at: _____

Name _____

Phone number _____

Address _____

E-mail _____

I can be reached for emergencies at: _____

Adapted from materials by the California Department of Education and the San Antonio, Texas, Independent School District. As with any legal document, the local educational agency's legal counsel should be consulted.



Guiding Discussion on School Selection

**National Center for Homeless Education
Adapted from the Texas Homeless Education Office
October 2005**

McKinney-Vento Act

"722(g)(3)(B) Best Interest—In determining the best interest of the child or youth under subparagraph (A), the local educational agency shall—

- (i) to the extent feasible, keep a homeless child or youth in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian;*
- (ii) provide written explanation, including a statement regarding the right to appeal under subparagraph (E), to the homeless child's or youth's parent or guardian, if the local educational agency sends such a child or youth to a school other than the school of origin or a school requested by the parent or guardian; ..."*

2004 U.S. Department of Education Guidance

"G-4. What should a school district consider when determining the extent to which it is feasible to educate a homeless child in his or her school of origin?"

As stated above, to the extent feasible, a district must educate a homeless child or youth in his or her school of origin, unless doing so is contrary to the wishes of the parent or guardian. The placement determination should be a student-centered, individualized determination. Factors that an LEA may consider include the age of the child or youth; the distance of a commute and the impact it may have on the student's education; personal safety issues; a student's need for special instruction (e.g., special education and related services); the length of anticipated stay in a temporary shelter or other temporary location; and time remaining in the school year."

How LEAs and Parents (Guardians) can Make Best Interest Decisions

In order for parents or guardians to make informed decisions about selecting the school that is in their child's best interest, they need to have as much practical information as possible. Parents may have less knowledge and information about the implications of the choice they will make for the student than the homeless liaison or other district staff involved in the enrollment process. The homeless liaison and school or school district staff can serve an instrumental role in assisting parents with choosing a school that is in the best interest of their children.

The homeless liaison, teachers, and other school staff can

- Reinforce the importance of school stability and education continuity for children
- Provide valuable input to the parents on the academic, social, and emotional impact that transferring to a new school could have on a particular child
- Help the parents find out which programs at the two schools are comparable and appropriate for the child and make arrangements for the parents and child to visit the school considered for a possible transfer
- Provide information on the distance to the schools under consideration, both in terms of miles and travel time. A parent needs to know that while a district must provide transportation to a homeless student who wants to remain at the school of origin, this transportation only applies to compulsory school attendance during the regular school day—districts are not obligated to provide transportation from the school of origin after regular school hours. Therefore, transportation from

after-school activities is not mandated and a student's ability to participate in extra-curricular activities might be affected

- In the event that the LEA selects a school other than the one the parents feel is in their child's best interest, provide a written explanation to the parents and explain their right to appeal the decision—in the event of a dispute, these steps are mandatory

Key Questions to Consider

1. How permanent does the family's move appear to be?
2. How deep are the child's ties to his or her current school?
3. How anxious is the child about his or her family's upcoming move?
4. How strong is the child academically?
5. To what extent are the programs and activities at the potential new school comparable to or better than those at the current school?
6. Does one school have programs and activities that the other school does not have that addresses unique needs or interests of the student?
7. Would the timing of the transfer coincide with a logical juncture, i.e., after testing, after an event that is significant to the child, or end of the school year?
8. How would the length of the commute impact the child?
9. Are there any safety issues to consider?

Decisions regarding the school of origin should be made on a case-by-case basis, for each individual student. The following chart may help liaisons guide a discussion on the options available to parents and the advantages and disadvantages for each school available. If a district has large numbers of homeless and mobile students, it may be beneficial to train several staff members to work with parents in this decision-making process.

Checklist for Decision Making

School of Origin Considerations

- ☐ Continuity of instruction
Student is best served due to circumstances that look to his or her past
- ☐ Age and grade placement of the student
Maintaining friends and contacts with peers is critical to the student's meaningful school experience and participation; the student has been in this environment for an extended period of time
- ☐ Academic strength *The child's academic performance is weak, and the child would fall further behind if he/she transferred to another school*
- ☐ Social and emotional state *The child is suffering from the effects of mobility and has developed strong ties to the current school and does not want to leave*
- ☐ Distance of the commute and its impact on the student's education or special needs
A lengthy commute may affect the student's concentration, attitude, or readiness for school; the advantages of the school environment outweigh the disadvantages introduced by the commute
- ☐ Personal safety of the student
The school of origin has advantages for the safety of the student
- ☐ Student's need for special instruction, such as Section 504 or special education and related services, can be better met
- ☐ Length of anticipated stay in a temporary shelter or other temporary location
The student's current living situation is outside of the school-of-origin attendance zone but his living situation or location continues to be uncertain; the student will benefit from the continuity offered by attending school in the same location
- ☐ Likely area of the family's or youth's future housing
Location of future housing is uncertain, could be in any number of communities
- ☐ Time remaining in the school year
There is only a short time left in the school year, and the child would likely have difficulty recovering academically, socially, or emotionally from the transition to a new school close to the end of the school year

Local Attendance Zone Considerations

- ☐ Continuity of instruction
Student is best served due to circumstances that look to his or her future
- ☐ Age and grade placement of the student
Maintaining friends and contacts with peers in the school of origin is not particularly critical to the student's meaningful school experience and participation; student has been in the new school of origin for only a brief time
- ☐ Academic strength *The child's academic performance is strong and at grade level, and the child would likely recover academically from a transfer to another school*
- ☐ Social and emotional state *The child seems to be handling mobility and does not feel strong ties to the current school and does not mind transferring*
- ☐ Distance of the commute and its impact on the student's education or special needs
A shorter commute may help the student's concentration, attitude, or readiness for school; the local attendance zone school can supply all of the necessary educational and special needs resources for the student
- ☐ Personal safety of the student
The local attendance zone school has advantages for the safety of the student
- ☐ Student's need for special instruction, such as Section 504 or special education and related services, can be better met
- ☐ Length of anticipated stay in a temporary shelter or other temporary location
The student's current living situation is within the school attendance zone and his living situation appears more stable and less likely to change suddenly; the student will benefit from the developing relationships with peers in school who live in his immediate community
- ☐ Likely area of the family's or youth's future housing
Location of future housing is uncertain, but could very well be in this community
- ☐ Time remaining in the school year
There is considerable time left in the school year, and the child could most likely recover academically, socially, and emotionally from the transition

School of Origin (continued)

- ☐ School placement of siblings
Other siblings are attending this same campus/district

- ☐ Student must meet all of the attendance criteria for school
Tardiness or absences are likely to become a problem because the student may miss the school bus or other transportation provided by the district due to inconvenient pick-up times in order to accommodate the distances/time needed to get to school; students experiencing homelessness are not exempt from the regular student provisions pertaining to tardiness or absences, and transportation provided through alternative means may not be reliable

- ☐ Student's participation in after-school tutoring or extra-curricular activities
School districts are not obligated to provide transportation home from after-school activities, so a student dependent upon school transportation may not be able to participate fully in these activities; some schools require students who are performing below standard to participate in after-school tutoring in order to be assured of promotion and other educational benefits; student does not plan to participate in any after-school activities

- ☐ Parent is able to participate in parent-teacher organizations and in conferences with teachers to address their student's needs
Distance to school and access to transportation may or may not hinder a parent's ability to fully participate in the educational environment and experiences of the student; limited access to teachers and school activities could lessen the school experience for the student; distance to school could make this a difficult obstacle

- ☐ Administration of medicines or special care to students; access to parents in case of illness
Parents must decide if they will be able to meet the school requirements for dealing with the administration of medicines to a student or for picking up a student from school who is ill

- ☐ Other considerations:
☐ _____

Local Attendance Zone (continued)

- ☐ School placement of siblings
No other siblings are attending the school-of-origin campus; other siblings are attending the school-of-origin campus/district but there is nothing to keep them from changing schools

- ☐ Student must meet all of the attendance criteria for school
Tardiness and absences are likely to be minimal because of the travel times required to get to school as a result of the location of the school; pick-up times for the school bus are more convenient because of the proximity of the school.

- ☐ Student's participation in after-school tutoring or extra-curricular activities
Student's proximity to the school will be less likely to impact on participation in after-school tutoring and extracurricular activities; student is more likely to participate in required after-school activities that could affect promotion or other educational benefits

- ☐ Parent is able to participate fully in parent-teacher organizations and in conferences with teachers to address their student's needs
Distance to school access to transportation may or may not hinder a parent's ability to fully participate in the educational environment and experiences of the student; limited access to teachers and school activities could lessen the school experience for the student; proximity to school could lessen this obstacle

- ☐ Administration of medicines or special care to students; access to parents in case of illness
Proximity of school may make it easier to meet the school requirements for dealing with the administration of medicines to a student or for picking up a student from school who is ill

- ☐ Other considerations:

When Legal Guardians Are Not Present: Enrolling Students on Their Own



Who is homeless?

(McKinney-Vento Homeless Assistance Act of 2001 – Title X, Part C of the No Child Left Behind Act – Sec 725)

The term "homeless children and youth" –

- A. means individuals who lack a fixed, regular, and adequate nighttime residence...; and*
- B. includes –*
 - i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;*
 - ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...*
 - iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and*
 - iv. migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).*

In most LEAs (local education agencies or school districts), enrollment procedures are predicated on the expectation that children are living with their parents or legal guardians. Requiring parents or legal guardians to sign forms upon enrolling children provides schools with protection from certain types of liability and with contact information for situations in which additional permissions or consultations are needed.

In a number of instances, however, children and youth who are enrolling in a school may not be living with their parents or legal guardians. Frequently, children in families experiencing homelessness are sent to live temporarily with friends or relatives. This type of living arrangement has been especially prevalent in families displaced by the 2005 Gulf Coast hurricanes. In other situations, youth have been forced to leave home due to abusive environments or are on their own for other reasons. These children and youth, in most cases, fit the definition of homeless, unaccompanied youth in the McKinney-Vento Act: a youth not in the physical custody of a parent or guardian [42 U.S.C. §11434A(6)] and eligible for immediate school enrollment.

The McKinney-Vento Act requires school districts to enroll homeless children and youth in school immediately, even if they lack required enrollment documents [42 U.S.C. §§11432(g)(3)(C), (g)(1)(H)(iv), (g)(1)(F)(ii)]. ("Enroll" and "enrollment" are defined as "attending classes and participating fully in school activities" [42 U.S.C. §11434A(1)].) The Act further requires states to review and revise any policy that may act as a barrier to the enrollment of homeless children and youth and requires states to give particular attention to guardianship issues [42 U.S.C. §§11432(g)(7)].

Therefore, schools may not condition school enrollment upon the receipt of proof of legal guardianship by caregivers of homeless, unaccompanied youth; nor may they require caregivers to become legal guardians within a certain period of time after the child enrolls in school. The decision to seek legal guardianship is a serious decision that affects significantly the legal rights of the parent and caregiver well beyond the education arena. Although that step may be appropriate in some cases, it will not be in others.

In addition, it is important to note that the absence of an available caregiver must not impede enrollment. Unaccompanied, homeless youth who are on their own completely must be enrolled in school immediately.

Under the McKinney-Vento Act, every school district must designate a local homeless education liaison [42 U.S.C. §11432(g)(1)(J)(ii)]. The local liaison plays a key role in identifying and supporting unaccompanied, homeless youth and is required to help them choose

(continued on the next page)

and enroll in school after considering their wishes; inform them of their right to transportation; assist them in accessing transportation; provide them with notice of their right to appeal school or school-district decisions; and ensure that they are enrolled in school immediately, pending resolution of disputes [42 U.S.C. §11432(g)(6)(A)].

Best Practices

Following are some suggestions school districts have reported as best practices:

- Develop a caregiver form that establishes the responsibilities of caregivers and requests their contact information to replace traditional proof of guardianship. This form should be crafted carefully so it does not create further barriers or delay school enrollment. The 2004 U.S. Department of Education's *Education for Homeless Children and Youth Program Non-Regulatory Guidance* suggests using "caretaker affidavits, enrollment forms for unaccompanied youth, and other forms [that] replace typical proof of guardianship" to facilitate immediate enrollment (p.16). A sample of such a form, taken from the *Local Homeless Education Liaison Toolkit*, is included in this brief. The form is based on a form in use in California and adopted by many school districts nationwide. The complete *Local Homeless Education Liaison Toolkit* can be downloaded at www.serve.org/nche/training.php.
- Become familiar with other state and local policies pertaining to unaccompanied youth and guardianship.
- Review and revise LEA policies that may serve as a barrier to immediate enrollment for unaccompanied youth .
- Establish a local task force that includes representatives from the homeless education program, LEA legal department, child welfare agency, youth agencies, and department of juvenile justice to develop consistent and agreed-upon policies and procedures for working with unaccompanied youth.
- Ensure that enrollment staff at all district schools understand the rights of unaccompanied youth and are familiar with the policies and procedures for immediate enrollment of these students.
- Contact parents or legal guardians, when appropriate, to clarify their relationship with the caregiver and what authority they wish them to exercise.

Excerpts from the Law

Following are related excerpts from the McKinney-Vento Act:

"The term unaccompanied youth includes a youth not in the physical custody of a parent or guardian." [42 U.S.C. §11434A(6)]

"The school selected [...] shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation." [42 U.S.C. §§11432(g)(3)(C)(i)]

"The terms 'enroll' and 'enrollment' include attending classes and participating fully in school activities." [42 U.S.C. §11434A(1)]

"Each state shall submit to the Secretary a plan to provide for the education of homeless children and youths within the state. Such plan shall include the following:

[...] (H) Strategies to address other problems with respect to the education of homeless children and youths, including problems resulting from enrollment delays that are caused by—

[...] (iv) guardianship issues. [42 U.S.C. §§11432(g)(1)(H)(iv)]

"Each state educational agency and local educational agency that receives assistance under this subtitle shall review and revise any policies that may act as barriers to the enrollment of homeless children and youths in schools that are selected under paragraph (3)." [42 U.S.C. §§11432(g)(7)(A)]

"In reviewing and revising such policies, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship." [42 U.S.C. §§11432(g)(7)(B)]

"[L]ocal educational agencies will designate an appropriate staff person, who may also be a coordinator for other Federal programs, as a local educational agency liaison for homeless children and youths, to carry out the duties described in paragraph (6)(A)[.]" [42 U.S.C. §11432(g)(1)(J)(ii)]

The 2004 U.S. Department of Education's *Education for Homeless Children and Youth Program Non-Regulatory Guidance* is available at www.serve.org/nche.

Caregiver's Authorization Form

This form is intended to address the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (P.L. 107-110) requirement that homeless children are to have access to education and other services. The McKinney-Vento Act specifically states that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian.

Instructions:

- To authorize enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize enrollment and school-related medical care, complete all items and sign the form.

The minor named below lives in my home, and I am 18 years of age or older.

1. Name of minor: _____
2. Minor's birthdate: _____
3. My name (adult giving authorization): _____
4. My home address: _____
5. Check one or both (for example, if one parent was advised and the other could not be located):
 - ☐ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.
 - ☐ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.
6. My date of birth: _____
7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature _____ Date _____

Adapted from materials produced by the California Department of Education. As with any legal document, the local educational agency's legal counsel should review the document.

This brief was developed by:

National Center for Homeless Education
800-308-2145 (toll-free HelpLine)
www.serve.org/nche

Winter 2006

*NCHE is supported by the U.S. Department of Education
Student Achievement and School Accountability Programs.*

Every state is required to have a coordinator for the education of homeless children and youth, and every school district is required to have a liaison for homeless students. These individuals will assist you with the implementation of the

McKinney-Vento Act. To find out who your state coordinator is, visit the NCHE website at www.serve.org/nche.



For further information on the McKinney-Vento Act and resources for implementation, call the NCHE HelpLine at 800-308-2145 or e-mail homeless@serve.org.



Local Contact Information:

Sample Affidavit For Missing Enrollment Documentation

State: _____

School district: _____, to-wit:

_____, being first duly sworn upon oath, based upon his/her personal knowledge, answers the following questions as noted in his/her handwriting on this and the attached page, which are propounded by duly authorized officials of the _____ (district) concerning a pupil's missing enrollment documentation for the following:

- | | |
|--|--|
| <input type="checkbox"/> Proof of residency | <input type="checkbox"/> Immunization record |
| <input type="checkbox"/> Proof of guardianship | <input type="checkbox"/> School physical/health record |
| <input type="checkbox"/> Proof of identity | <input type="checkbox"/> School record |
| <input type="checkbox"/> Birth certificate | |

In accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001, (P. L. 107-110), states and localities are required to address barriers to the enrollment of students meeting the definition of homelessness.

1. What is your name?
2. Have you been advised by an official of the district, and do you understand that you are required to answer the questions contained in this affidavit as a condition to the enrollment and admission of a pupil into the district because of an inability to supply the district with the necessary enrollment documentation checked earlier on this affidavit?
3. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you?

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.



4. Do you understand that when a question in the affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any knowledge you may have about the incident, whether it be personal knowledge or information received from other people, and to relate the source of your knowledge and information?
5. What is the full name of the pupil you wish to enroll in this district?
6. What are the age, date, and place of birth of the pupil being enrolled in this district?
7. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the pupil being enrolled?
8. Where is the pupil currently staying?
9. Do you have legal custody imposed by a court order or have you been designated as a court-appointed guardian for the pupil being enrolled?

What court entered such order and what type of case was it (i.e., custody hearing, etc.)?

10. Why are you unable to present of copy of documentation for the items checked on page 1 for the student that you are enrolling?
11. To the best of your knowledge has this pupil ever been reported to any law enforcement agency as a missing child?

If the response to question #11 is yes, identify by name and address the law enforcement agency and date of report.

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.



12. Is this affidavit being used to enroll a pupil who is missing immunization records, health records, school records, or proof of identity?

If the response to #12 is yes, give the following information:

- For missing immunization or health records, do you understand that you must obtain the necessary medical documentation and provide a copy to the school?
- For missing school records, what was the name and location of the last school the student attended?

Date

Signature

This sample may be used to develop a state or local affidavit to facilitate the enrollment of students who are experiencing homelessness. It is recommended that the attorney for the local education agency using an adaptation of this document be consulted.

Note: Districts may choose to request that this be notarized.



***Division of Public Health Services
Office of the Assistant Director
Public Health Preparedness Services***

<http://www.hs.state.az.us/phs/asiis>

ASIIS Helpdesk

(602) 364-3899 local or 1-877-491-5741 toll-free

Below is the Arizona Revised Statute (A.R.S. § 36-135) requiring all health care professionals administering immunizations to children "birth through 18" years of age to report those immunizations to Arizona State Immunization Information System (ASIIS)

A.R.S. § 36-135: Child immunization reporting system; requirements; access; confidentiality; immunity; violation; classification

- A. The child immunization reporting system is established in the department to collect, store, analyze, release and report immunization data.
- B. Beginning on January 1, 1998, a health care professional who is licensed under title 32 to provide immunizations shall, except as provided in subsection I, report the following information:
 - 1. The health care professional's name, business address and business telephone number.
 - 2. The child's name, address, the child's social security number if known and not confidential, gender, date of birth and mother's maiden name.
 - 3. The type of vaccine administered and the date it is administered.
- C. The health care professional may submit this information to the department on a weekly or monthly basis by telephone, facsimile, mail, computer or any other method prescribed by the department.
- D. Except as provided in subsection I, the department shall release identifying information only to the child's health care professional, parent, guardian, health care service organization, the Arizona health care cost containment system and its providers as defined in title 36, chapter 29, or a school official who is authorized by law to receive and record immunization records. The department may, by rule, release immunization information to persons for a specified purpose. The department may release non-identifying summary statistics.
- E. Identifying information in the system is confidential. A person who is authorized to receive confidential information under subsection D shall not disclose this information to any other person.
- F. A health care professional who provides information in good faith pursuant to this section is not subject to civil or criminal liability.
- G. A health care professional who does not comply with the requirements of this section violates a law or task applicable to the practice of medicine and an act of unprofessional conduct.
- H. Any agency or person receiving confidential information from the system who subsequently discloses that information to any other person is guilty of a class 3 misdemeanor.
- I. At the request of the child's parent or guardian, the department of health services shall provide a form to be signed that allows confidential immunization information to be withheld from all persons including persons authorized to receive confidential information pursuant to subsection D. If the request is delivered to the health care professional prior to the immunization, the health care professional shall not forward the information required under subsection B to the department.

~ Please Turn Over ~

ASIIS School & Child Care Enrollment
 Web Based Application For School & Children Nurses/Health Workers/CPS
 (602) 364-3899 or 1-877-491-5741 (toll-free number)
 (602) 364-3285 (ASIIS fax number)
(View Privilege Only)

Directions: Please fill out top portion of this and mail it back to us. If you have any question, please call us.

School Nurse School Director: _____

School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: _____ Fax #: _____

E-Mail Address: _____

Please Note: Internet Explorer 6.0 is required for use of the web application. Internet Explorer is available at www.microsoft.com.

ASIIS is a computer based immunization registry and tracking system implemented by the Arizona Department of Health Services and its partners. It is intended to aid health care professionals and other users who have a need to check a client's immunization status according to A.R.S § 36-135, R9-6-707, and R9-6-708. Client-specific information is only available to authorized users and the Arizona Department of Health Services. As a condition for participation in ASIIS, the User enters into this agreement with the Arizona Department of Health Services.

1. User agrees to use ASIIS only for the immunization needs of User's clients. User and his/her personnel will access the registry system only when needed to provide health care for User's client(s) or to assess overall immunization status.
2. User is responsible for the actions of User's staff regarding the confidentiality of information contained in the registry system. User shall adhere to the requirements in the ASIIS Confidentiality Policy, which is incorporated by reference into this agreement.
3. User agrees that he/she will safeguard his/her User ID and password against use other than allowed by this agreement. This agreement is in effect for one year and will need to be renewed annually.
4. User shall give ASIIS the demographic and immunization information on clients for whom permission has been obtained. User shall submit the immunization information to ASIIS within 30 days of the administered vaccination.
5. User shall allow the parent or guardian to inspect, copy, and if necessary, amend or correct their own children's immunization records. The parent or guardian must demonstrate with proof of a signed official immunization record prior to the information being entered into the user's database and sent to ASIIS.
6. User will use the Web Application (direct access to the registry via the internet) to look up records on the ASIIS Registry.

List all the Staff who need Web Access

1.	5.
2.	6.
3.	7.
4.	8.

This agreement is effective January 1st of the current year or when signed and received by the Arizona Department of Health Services, ASIIS program at 150 North 18th Ave, Room 120, Phoenix, Arizona 85007-3233. ASIIS Technical Support Line (602) 364-3899 or 1-877-491-5741 (toll-free). ASIIS fax (602) 364-3285.



ATTENTION SCHOOL NURSES!

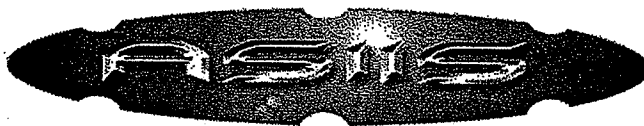
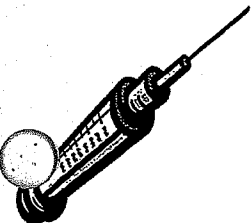
DO YOU NEED ACCESS TO YOUR STUDENT'S IMMUNIZATION HISTORIES?

**Are you tired of trying to track down student's immunization histories?
Are you tired of sending students home because the parent doesn't have
the child's shot records? Then why not try the Arizona State
Immunization Information System's (ASIIS) Web Application?**

Benefits of the Web Application:

- ✓ **It's easy to use! You can find a student's immunization history with the click of a mouse.**
- ✓ **It forecasts for you what shots a student needs next and when!**
- ✓ **It's a central repository of immunization information for each child!**
- ✓ **Print out records with the click of a button!**
- ✓ **Avoid calling doctors' offices who are hesitant to give out information now because of HIPAA!**
- ✓ **Save time!**

Call the ASIIS Program today at (602) 364-3899 or 1-877-491-5741 to enroll! We'll assign you a username and a password and fax easy to follow instructions right to your school!



Arizona State Immunization Information System

IRMS# _____

ASIIS

Confidentiality Oath

In accordance with A.R.S. 36-135, R9-6-706, R9-707, I, the undersigned, hereby agree not to release information or records concerning any ASIIS participant without proper authorization in accordance with state, local and federal laws.

During the Performance of my assigned duties, I will have access to confidential information requires for effective immunization tracking, recall and reminder. I agree that all discussions, deliberations, records, and information generated or maintained in connection with these activities will not be disclosed to any unauthorized person.

Executed this: _____ day of _____ 2004

Signature: _____

REGISTERED USER INFORMATION

Print Name: _____

Email: _____

Phone Number: _____

School District Name (if applicable): _____

The Name of Your Practice (if applicable):

Address: _____

City: _____ State: _____ Zip: _____

Witnessed By: _____ Date: _____

Your Supervisor's Signature: _____

NOTE: This DOES NOT need to be notarized. Please return this form via U.S. Mail to:

ADHS/ ASIIS
150 north 18th Aveune, Suite 120
Phoenix, Arizona 85007-3233
(602) 364-3899
(Toll Free 1-877-491-5741)
(602) 364-3285 FAX

Request For Exemption To Immunization Schools

If you wish for your child to be exempt from the immunization requirements, this form must be completed, signed and returned to the school. By state law, (A.R.S. ' 15-873) your child will not be allowed to attend school until either a record of immunization or this exemption statement is submitted. Please indicate below the type of exemption requested and complete all required information. **In the event of an outbreak of a vaccine preventable disease for which you can not provide proof of immunity of your child, your child will not be allowed to attend school until the risk period ends.**

Medical Reasons - If the immunization would be a health risk to the child because of pre-existing medical conditions, you must sign the statement below *along with your physician's signature*. Your physician must state the reason for the medical exemption. The exemption may be for one or more vaccines, and may be either permanent or temporary. If the condition is temporary, the date of its end must be given, at which time the child must receive any necessary vaccine doses.

Personal Beliefs - If immunizations are against your personal beliefs, you must sign below to exempt your child from the requirements.

Laboratory Evidence - If your child has previously had a vaccine preventable disease, immunization against that disease is not required if laboratory evidence of immunity signed by a physician can be provided. *Copies of lab results must accompany this request.*

Complete And Return This Form To Your Child's School:

I hereby request an exemption from the immunization requirements for the child listed below, have received information about immunization and understand the risks and possible outcomes of this decision.

Child's Name _____ Date of Birth _____
(month, day, year)

Type of exemption requested:
(Mark one)

For the following vaccines:
(Mark all that apply)

☐ Medical* (See below)
☐ Personal Beliefs
☐ Laboratory Evidence

☐ Diphtheria ☐ Tetanus ☐ Pertussis
☐ Measles ☐ Mumps ☐ Rubella
☐ Polio ☐ Hepatitis B ☐ Varicella

* If a medical exemption is marked, complete the following:

Reason for medical exemption:

Length of exemption: _____

_____ Permanent _____ Temporary until: _____

Required Signatures: Parent or guardian must sign all requests and physician must also sign any requests for medical or laboratory evidence exemptions:

Parent or Guardian

Physician

Printed Name

Printed Name

Date: month, day, year

Date: month, day, year

Solicitud De Exencion De Inmunizacion Para Escuelas

Si Ud. quiere que a su hijo se le exente de los requisitos de inmunización, es necesario rellenar, firmar, y devolver a la escuela esta solicitud. Según ley estatal (A.R.S. ' 15-873) a su hijo no se le permitirá asistir a la guardería sin haber presentado su libro de vacunas o esta solicitud de exención. Favor de indicar abajo la clase de exención que Ud. pide y rellene la información necesaria. **En el caso de un brote de una enfermedad que se podría prevenir con vacuna, si Ud. no puede presentar prueba de inmunidad para su hijo no se le permitirá asistir a la escuela hasta que pase el período de riesgo.**

Motivos Medicos - Si vacunarse sería un riesgo a la salud de su hijo a causa de un problema médico ya existente, ambos Ud. y el médico deben firmar la declaración que se encuentra abajo. El médico tiene que afirmar el motivo de la exención. Se puede exentar de una o más vacunas y cada exención puede ser ó temporal ó permanente. Si el problema médico es temporal, se debe indicar la fecha esperada de su final. Es a partir de esta fecha que será obligatorio vacunarle a su hijo.

Creencias Personales - Si vacunarse va en contra de creencias personales que tiene Ud., hay que firmar la declaración abajo para exentar a su hijo de las vacunas requeridas.

Prueba De Laboratorio - Si su hijo ya ha sufrido de una de las enfermedades contra las que se suele vacunar, no es necesario que se le vacune contra esa enfermedad siempre que Ud. pueda presentar prueba de inmunidad que procede de un laboratorio, firmada por el médico. *Copias de los resultados del laboratorio tienen que acompañar esta solicitud.*

Favor De Rellenar Y Devolver Esta Solicitud A La Escuela De Su Hijo:

Solicito una exención de los requisitos de inmunización para el niño indicado abajo. He recibido información sobre las vacunas y entiendo los posibles riesgos y consecuencias de esta decisión.

Nombre del niño _____ Fecha de nacimiento _____
(mes , día, año)

La clase de exención que se pide:
(Marque uno)

Para las vacunas siguientes:
(Marque todas que corresponden)

___ Motivo médico* (Vease abajo)

___ Creencias personales

___ Prueba de laboratorio

___ Difteria

___ Sarampión

___ Polio

___ Tétanos

___ Paperas

___ Hepatitis B

___ Tos ferina

___ Rubéola

___ Varicela

* Si Ud. declara exención por motivo médico, rellene lo siguiente:

Motivo de la exención:

Duración de la exención _____

Permanente _____ Temporal hasta: _____

Firmas necesarias: Se requiere que un padre, madre, o tutor firme esta solicitud. También es necesaria la firma del médico.

Padre, madre, o tutor

Médico

Nombre escrito en letras de imprenta

Nombre escrito en letras de imprenta

Fecha: mes, día, año

Fecha: mes, día, año

Arizona Department of Education
Education of Homeless Children and Youth
Dispute Resolution Process

If a dispute arises over school selection or enrollment, the LEA must immediately enroll the homeless student in either the school of origin or the school of residency, whichever is sought by the parent, guardian, or homeless youth, pending resolution of the dispute. The LEA must also provide transportation to the parent-selected school for the duration of the dispute resolution process. In cases of an inter-district dispute, the LEAs must split the costs associated with this transportation.

With the help of the LEA Liaison, the parent, guardian, or homeless youth shall work through the expedited Dispute Resolution Process established by the Local Education Agency. The LEA shall provide the parent, guardian, or homeless youth with a written notice of the LEA's decision regarding school selection or enrollment and their right to appeal.

If the parent, guardian, or unaccompanied youth is dissatisfied with the resolution, he/she may appeal the decision to the state level.

The state level dispute resolution process is available for appeals from district level decisions and inter-district disputes. Parents, guardians, unaccompanied youths, or public school districts and charter holders may file appeals.

To initiate the state level dispute resolution process, within seven (7) work days after receiving written notification of the district level or inter-district decision, the appellant must forward to the Arizona Department of Education Homeless Education Coordinator:

- 1) a copy of the State Level Notice of Appeal; and
- 2) a copy of the LEA's written decision

Copies of all paperwork filed with the Homeless Education Coordinator shall be provided to all other parties to the proceeding.

Upon receipt of a notice of appeal, the Homeless Education Coordinator shall, within seven (7) work days, convene a panel of at least two (2) Arizona Department of Education employees, including the Homeless Education Coordinator and the Deputy Associate Superintendent for the Unit or his/her designee. This panel shall review the entire record of the dispute, including any written statements submitted, and make a determination based on the child or youth's best interest. Within seven (7) workdays of the date the panel convenes, the Arizona Department of Education will issue this decision in writing.

The determination of the panel shall be final.

ABC School
Education of Homeless Children and Youth
Dispute Resolution Process

This is intended to serve as a template for an LEA's Dispute Resolution Process. At the minimum, please modify the red text to accurately reflect the process for your specific LEA. You may delete this text box.

If a dispute arises over school selection or enrollment in for a student eligible under the McKinney-Vento Act –

The child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. *ABC School* will provide its share of the transportation to the school selected for the duration of the dispute resolution process.

The child, youth, parent, or guardian shall be referred to *ABC School's* Local Educational Liaison, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied youth, the Local Educational Liaison shall ensure that the youth is immediately enrolled in school pending the resolution of the dispute.

The Local Educational Liaison shall work through the expedited dispute resolution process. For *ABC School*, that process involves:

- A) Who – Who will the decision-makers be?*
- B) What – What will they do in order to come to a decision? Meet? Review what? Investigate?*
- C) When – What is the timeline? A decision will be made within how many days from learning of the dispute?*

ABC School shall provide the parent, guardian, or homeless youth with:

- 1) a written explanation of the school's decision regarding school selection or enrollment; and
- 2) written forms so that, if dissatisfied with the school's decision, the parent, guardian or youth may appeal the decision to the state level.

<http://www.ade.az.gov/schooleffectiveness/specialpops/homeless/disputeresolution.asp>

Arizona Department of Education
Education of Homeless Children and Youths
Office of the Coordinator

State-level Notice of Appeal
(Student/Family vs. LEA)

Student's name _____ Grade level _____
Form completed by _____ Relationship _____
School Name: _____ Date _____
School District: _____
Homeless Liaison _____

Did you receive a decision in writing from the school or school district? Yes____ No____

If so, when did they give you the written decision? _____

*****Please attach the written decision from the school district to this form. Both documents must be returned to ADE no later than 7 days after you receive the district decision in writing.**

Why are you appealing the decision? (You may attach additional pages as needed.)
Please explain what rights you feel the school or district has not honored.

**Please return this form to Frank Migali Bin #14, Arizona Department of Education, 1535
W. Jefferson Street, Phoenix, AZ 85006 (602) 542-4963 * FAX (602)542-5175 *
frank.migali@azed.gov**

Within 7 calendar days of receipt at ADE, the entire written record will be reviewed by a panel of Arizona Department of Education employees, including the Homeless Education Coordinator and a Deputy Associate Superintendent. This panel will issue a written decision to all parties involved. The determination of this panel shall be final.

Arizona Department of Education
Education of Homeless Children and Youths
Office of the Coordinator

State-level Notice of Appeal
(LEA vs. LEA)

LEA Name _____ CTDS# _____
Form completed by _____ Title _____
Homeless Liaison _____ Date _____
Re: Student _____

1. Please explain the nature of the dispute with the other LEA.
2. What do you believe is in the "best interest" of the child/youth? Why do you think so?
3. Please document what has been done, to date, to settle this dispute.

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